

CITY OF BELMONT

GIS & IMAGING COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, develop, enhance and maintain the City's Geographic Information System (GIS) layers; work with user departments and/or interdepartmental project teams to identify, develop, and maintain new and existing database support systems. Participate in development of an enterprise-wide data imaging and warehousing. Support Information System (I.S.) Manager and staff in consulting with user departments to identify imaging requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the I.S. Manager and indirect supervision from the City Manager. This position does not exercise any direct supervision.

ESSENTIAL FUNCTION STATEMENTS - - *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Specific tasks include, but are not limited to: identifies departmental needs requirements for the City's GIS and GIS-related database systems.
2. Develops new GIS layers as required, or updates existing GIS layers, using GIS or computer-aided design (CAD) tools.
3. Identifies the City's existing database structures and incorporates them into the City's GIS as required.
4. Facilitates department / interdepartmental project team meetings as required to identify, develop and maintain various information systems. Inventories and catalogs various enterprise-wide and department-specific database repositories and structures.
5. Develops and maintains an enterprise-wide database warehouse to provide decision support systems to Executive and Departmental Management, from back-end database structure, to front-end application development.
6. Identifies hardware and software requirements to meet enterprise and department information system needs. Assist user departments in identifying off-the-shelf or custom-developed applications.
7. Collaborates with other Information Technology Division staff to provide help-desk support, network support, and participation in developing strategic goals for the City's Information Technology Plan, as required. Assists in development of City's Intranet or Internet sites requiring GIS or database-related information; other special assignments as provided by the Information Services Manager.

QUALIFICATIONS

Knowledge of:

The City's Information Technology Division is an internal support division of the City, supporting the operating departments in delivering quality, efficient and effective services to the community. A high level of customer service orientation and effective interpersonal communication skills is required of the candidate. Effective project management skills, including the ability to balance competing projects concurrently, are required. Technical knowledge and skills in the areas of GIS-related technologies, including development and maintenance of such systems, is required. Training and experience in database development and management is required. Experience in development of department or enterprise-side database warehouses is preferred but not required. Working knowledge of Windows operating systems (Windows NT, Windows 95/98) is required. Working knowledge of AutoCad and CRW is preferred but not required.

CITY OF BELMONT
GIS Coordinator (contd.)

Ability to:

Be willing to work off-hours, nights/and or holidays as required.
Be willing to be called back or held over in emergency situations.
Clearly communicate technical information verbally and in written form.
Prepare technical and status reports.
Learn, retain, interpret and communicate complex information, terminology, policies, practices and procedures concerning information and telecommunications systems.
Research techniques, methods and procedures.
Attend meetings and conferences
Attend and present technical information at City Council and other meetings, including Council advisory committees on Information Technology issues.
Lead and participate in employee task forces and committees related to information technology.
Interface with a variety of people from diverse backgrounds and professions.
Prioritize and manage competing demands and projects in a timely manner.
Work independently, and meet service requirements.
Maintain composure in difficult situations, deal effectively with a wide variety of people and technical problems.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to five years of progressively responsible experience in developing and maintaining mapping systems and/or AutoCad design. A commensurate level of experience in database design and management

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.
Submittal and approval of fingerprint cards for DOJ check.

ADA SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, lift 40 lbs., exposure to confining work space, electrical hazards, ability to travel to different sites and locations unassisted.